

Case File
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[redacted]

6 February 1961

204 North Building

Chief, Records Management Staff

Supplies and Storage Problems for Biographic Register

1. The following information is furnished in answer to our recent conversation relating to problems you are encountering within the Biographic Register.

2. We have explored the possibility of having file folders pre-numbered, collated and stamped with security classifications appropriate for your needs. We have also looked for a three-post binder suitable for you to maintain 10" X 15" listings.

3. The Printing Services Division at [redacted] can pre-number, collate and stamp the security classification on the folders. A Form 70 "Printing Services Requisition" is required together with a sample of the folder on which you should indicate the placement and kind of printing you desire. If the type of folder used by Biographic Register is a stocked supply item the Printing Services Division will obtain the folders from supply. Otherwise, you will be required to furnish the folders. Special details can be worked out between you and the Printing Plant.

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4. There are no post binders available in the special size you desire. These would have to be obtained from a commercial vendor by special order. Our investigation did uncover 6 three-post heavy black binders in the Supply Room at R & S Building. They are the same type and size (11" X 15") you are now using and can be had without charge by submitting a supply requisition to Mr. [redacted] 1117 R & S Building. If you prefer the special size binders a special order following procurement procedures would be necessary.

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5. I hope that these solutions may tide you over until your move to the new building at which time other problems might be encountered. If we can be of further help, call us.

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cc: [redacted]

[Handwritten signature]
2/6/61

Mgt/S/RMS/RS&DB [redacted] htk (6 February 1961)

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Biographic Register /

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Problem - The numbering, collating and stamping of Security Classification "Secret" on approximately [] file folders per year is time consuming and expensive.

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Facts - 1. Based on a test conducted on 300 file folders [] estimates that it costs about \$15 per 1000 to stamp, collate & number folders.

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2. There is shortage of storage space in the Shelf File Area to provide for holding more than a small supply of folders.

3. There is a long delay in getting folders from the B.B.Os.

4. The manufacturer makes packages of 50 file folders; this increases time to open & dispose of boxes.

5. Storage boxes are now too cumbersome to store on shelves until folders are needed.

Possible Solutions

1. Printing Services Division may be able to pre stamp security classification and pre number folders. (They now do this for the Office of Security - see [])

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Possible Solutions

2. Maybe Contractors for folders can pre-stamp and pre-number. Certainly they (Contractors) can collate & box to suit our needs if we so provide in our specifications.

3. Interim Assignment Branch Personnel may be able to help out (According to [redacted] this has not been too satisfactory in the past)

Question ~~Is this a problem~~ are there problems experienced by other offices? Find out - then see what we can do for the entire agency.

Admonition - Donat Contact Logotus about delay in folders until you see me.

P.S. - [redacted] Chief Printing Services, advises that we should contact [redacted]

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